



## BRACKLEY TOWN COUNCIL

### **Briefing notes to event and function organisers to be read in conjunction with Mayoral Engagement Form.**

#### **Arrival**

In some instances, the Town Mayor will be unfamiliar with those responsible for organising an event. It will be helpful if an appointed person could meet the Mayor at a designated place (i.e. entrance etc) and introduce to whoever is receiving guests. It would also be helpful if a parking space can be reserved for the Mayor.

#### **Speeches**

If the Town Mayor is asked to make a speech at a function/event, or propose a toast, it is essential that he/she is made aware well before the event/function. It would be useful if he/she could be given any additional information to help make the speech both meaningful and interesting.

#### **Form of Address**

The correct description for the purpose of printing is:

The Worshipful the Town Mayor of Brackley, **Councillor Paul Wiltshire**

The usual mode of address is "Mr Mayor", this is the standard form of address whether the mayor is male or female.

The Mayor's Consort is **Councillor Elaine Wiltshire**

On occasions, the Town Mayor is unable to attend and the Deputy Town Mayor may be able to attend in his/her place.

The Deputy Town Mayor is **Councillor Sue Sharps**

#### **Further information can be obtained by contacting:**

Alison Moses, Town Clerk,  
Brackley Town Council, 20 High Street, Brackley, Northamptonshire NN13 7DS  
Tel: 01280 702441 or e-mail: [town.clerk@brackleynorthants-tc.gov.uk](mailto:town.clerk@brackleynorthants-tc.gov.uk)